



# JOB OPPORTUNITY

[www.gpo.gov](http://www.gpo.gov)

**Announcement Number:** 06-306 Amendment #2 to include definition of specialized experience and to extend closing date.

**Position Title:** Financial Information Analyst

**Series and Grade:** PG-501-7/9/11/12

**Salary Range:** \$36,671 - \$84,559

**Promotion Potential:** PG-12

**Opening Date:** 01-06-06

**Closing Date:** 02-17-06

**Location of Position:** Finance and Administration  
Office of the Plant Controller  
Plant Production Branch  
Washington, DC

**Number of Openings:** Two

**Type of Appointment:** Permanent

**Work Schedule:** Shift 1

**Who May Apply:** All U.S Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

**At the PG-07/09 level:** The duties of the PG-07 position is similar to the Financial Information Analyst, PG-09 except the nature and scope of the duties and responsibilities are significantly less, and the incumbent works under closer supervision. At the PG-09 level, the incumbent performs analytical work associated with agency automated systems that collect data on GPO printing, binding, labor, and administrative processes. The incumbent studies data during a particular period of time and compares findings with previous reports to determine and report on trends. Assists in providing instructions to agency personnel on new data collection procedures, forms, and instructions. Develops procedures and writes instructions for technicians on reviewing, compiling, reconciling, abstracting, etc., data including labor and machine costs, attendance, leave, overtime, details, and general administrative costs. Prepares worksheets and reports on data from automated systems indicating ratio, trends, data adjusted, and other specified information. Participates in developing modifications and specifications for billing systems.

**At the PG-11/12 level:** The incumbent reviews printing, binding, labor, and administrative data and analyzes trends in data to insure that data collection systems are being properly and effectively used to support program objectives. Develops recommendations for improvements in data collection charges, billing costs, payroll data, etc., to enhance effectiveness of data collection systems in providing information for managerial decisions. Provides advice to agency managers on all aspects of data

collection systems and application of agency guidelines to the data collection process. Reviews new operations and classes for labor and machine charges and determines the impact on data collection systems. Serves on project teams for the purpose of automating data collections systems and advises team members on data collection functions, methods, and procedures. Develops spreadsheets and reports reflecting monthly and yearly statistics for labor and machine cost data, average charges, error percentages, area breakdowns, transaction types, etc. Coordinates training and training materials for the data collection systems, procedures, and methods. Instructs managers, supervisors, and employees on the use of data collection systems and application of procedures and methods. Performs other related tasks as assigned.

### **QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is experience recommending financial improvements in data collection charges and/or billing cost to enhance effectiveness of data collections systems in providing information for managerial decisions. All qualification requirements must be met by the closing date of this announcement.

### **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

### **Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Knowledge of standard cost accounting, rate development, and data collection systems.
2. Ability to perform analyses involving application of well established principles.
3. Ability to communicate orally and in writing.
4. Knowledge of computerized systems for plant accounting financial applications.

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. All time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information please contact:**

Human Capital Department  
Phone: (202) 512-1124  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO may pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**